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Bulletin Number 2949BR

Type of Recruitment Open Competitive Job Opportunity

Department Mental Health

Position Title SENIOR MENTAL HEALTH COUNSELOR, R.N.

Exam Number 25280I

Filing Type Open Continuous

Filing Start Date 11/30/2011

Salary Type Monthly

Salary Minimum 6703.41

Salary Maximum 9765.60

Position/Program Information Assists in the supervision of mental health nurse counseling staff; provides mental health counseling to patients; or provides mental health consultation and training to staff and to other departments and community agencies. Positions allocable to this class are assigned to a regional mental health facility and work under the technical and administrative direction of the regional chief. A majority of the time, these positions perform mental health counseling as described in the Mental Health Counselor, R.N. specification. In addition, these positions are responsible for performing administrative functions for a small mental health counseling staff, including, but not limited to, interviewing candidates, providing orientation and in-service training, assigning cases and work projects, evaluating performance and advising on solutions to patient counseling or agency consultation problems. Incumbents participate as a member of the executive committee in the regional office to assist in planning the work activities of the regional mental health office. Incumbents of these positions function within agency guidelines and professional standards requiring a specialized knowledge of and skill in the application of psychological principles relating to crisis intervention and traditional counseling practices, a general knowledge of agency philosophy, policies and procedures and a basic knowledge of the principles of supervising mental health counselors and technicians.

Essential Job Functions

Assists in managing the nurse counseling staff at a regional mental health facility. Interviews candidates for positions of Mental Health

Counselor, R. N. and Mental Health Technician and makes recommendations for hire. Prepares annual performance evaluations and counsels the nursing staff. Provides orientation and inservice training in psychological principles relating to crisis intervention, traditional counseling practices and behavioral modification. Assigns cases to nurse counselors taking into consideration staff capabilities and the nature of patients' mental problems. Conducts weekly meetings with each nurse counselor to evaluate patient progress and advise on alternative therapeutic approaches and techniques. Evaluates and screens patient referrals or walk-ins. Interviews the patient to obtain a family social, medical, work and mental treatment history. Makes an assessment of the patient's stability, memory, emotional state, and indications of mental or emotional disorder. Establishes a tentative treatment plan to serve the needs of the mental or emotional problem. The treatment plan may include individual, group, family or marital counseling, referral to a psychiatrist, psychologist, vocational rehabilitation counselor or social worker, referral to a psychiatrist for medication or referral to another agency. Provides guidance and consultation services to mental health counselors who are the primary counselors. Reviews and discusses individual cases and evaluates progress of the patient and the counselor's reaction to the patient. Advises the counselor on changes in techniques to enhance their ability to deal with patient's mental problem. Provides mental health consultation services to community agencies in the regional district to advise the consultee on the utilization of mental health principles pertinent to the recognition and treatment of mental health problems dealt with by the community agency. Participates as a member of the administrative staff at the regional mental health facility and serves on regional committee which formulates policies and procedures, develops annual and ongoing program plans, develops training programs for the staff and performs research or special projects to improve the mental health program. Provides mental health services to patients as described in the Mental Health Counselor, R.N. specification.

Requirements**SELECTION REQUIREMENTS:**

Option I: Three years experience as a Mental Health Counselor, RN* in Los Angeles County. -OR-

Option II: A Bachelor's degree from an accredited** college or university with a specialization in nursing including or supplemented by courses*** in psychiatric nursing and mental health counseling and four years full-time paid psychiatric/mental health registered nursing experience in a mental health clinic or facility providing mental health services to individuals, families, and groups.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid, active current license to practice as a Registered Nurse issued by the California Board of Registered Nursing and **MUST BE SUBMITTED AT THE TIME OF FILING.**

A California Class C Driver License or the ability to utilize alternate method of transportation when needed to carry out job-related essential functions.

**Desirable
Qualifications****Special
Requirement
Information**

*Employees must have held the payroll title of Mental Health Counselor, RN for the required time in the service of the County of

Los Angeles. NO OUT OF CLASS OR VERIFICATION OF EXPERIENCE WILL BE ACCEPTED.

Degree(s) must indicate the specialized field in order to be evaluated. Candidates whose educational degree(s) do not show the specialty must provide a written statement from their university or college indicating the educational specialty on the university/college letterhead. A copy of your degree, official transcript, or written statement from the Registrar's Office must be submitted AT THE TIME OF FILING.

***Under Option II - a copy of official transcripts or certificates indicating completion of psychiatric nursing and mental health counseling courses must be submitted at the time of filing.

Accreditation Information

**Accredited institutions are those listed in the publications of national, regional or international accrediting agencies, which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from U.S. accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc.

Examination Content

This examination will consist of an evaluation of experience weighted 100% based on application information. **CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER TO BE PLACED ON THE ELIGIBLE REGISTER.**

Special Information

Past and present mental health clients are encouraged to apply.

Vacancy Information

The resulting eligible register will be used to fill vacancies within Los Angeles County Department of Mental Health.

Eligibility Information

The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation on the eligible register. No person may compete for this examination more than once in a twelve (12) month period.

Available Shift

Any

Job Opportunity Information

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

**County of Los
Angeles
Information**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

**Application and
Filing**

Online Filing Only

Information**INSTRUCTIONS FOR FILING ONLINE:**

Applicants are required to submit a standard Los Angeles County Employment Application online only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications. This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

To apply online, click on the link above or below this bulletin which say, Apply to Job. Candidates must upload any required documents as attachments during application submission or fax the documents (e.g. Official Transcripts, Resume) AS ATTACHMENT(S) to (213) 637-5892 within five (5) business days of filing online. Please include your Name, Exam Number and the Exam Title on the faxed documents.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your application must show complete information including employer name and address, job title, month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete description of job duties. Resumes will not be accepted in lieu of completing the Los Angeles County Online application. Resumes and online applications must show actual payroll titles held and not the working and/or functional titles. Candidates must provide copies of any and all required documents at the time of filing. Applications may be rejected at any stage during the selection process. All information supplied by applicants is subject to verification.

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